

COLLEGE OF HEALTH AND HUMAN PERFORMANCE DROP REQUEST FORM

Please Read the Following Prior to Completing This Form:

Complete sections I & II of this form and submit it to the Office of Student Affairs (203 FLG) along with the Course Schedule Change Form for College approval. **You must then obtain the dean's signature (Office of Student Affairs, 200 FLG) on the Course Schedule Change Form prior to submitting it to Criser Hall for processing. Submitting the completed Course Schedule Change Form to Criser Hall by the deadline is your responsibility.**

UF Drop Policy: After drop/add, a course may be dropped up to the date established in the university calendar. A grade of W will appear on the transcript, and students will be held liable for course fees. All drop requests after the drop/add period must be submitted to the Office of the University Registrar by the deadline and are subject to the following restrictions:

- Students get two drops in their first 60 credit hours **attempted at UF** (hours carried plus S/U credits, not counting full-term withdrawals from all courses).
- Students get two more drops beginning the term **after** the first 60 hours **attempted. These additional drops are not based on a student's classification (ex. 3HH or 4HH) .**
- Students with disabilities who need to drop a course due to disability-related reasons are allowed to petition for additional drops. For more information, contact the Disability Resources Program in the Dean of Students Office.
- Students transferring to UF with an A.A. degree from a Florida public community college or with 60 or more transfer credits earned from another college or university get only two drops.
- Students who can document extenuating circumstances may petition their college for additional drops. **NO ADDITIONAL DROPS WILL BE ALLOWED without College Petition.**
- Approval to drop a course must be obtained from the student's college.
- After the deadline, students may petition to drop provided they can document sufficient reason to drop, usually hardship or medical condition occurring after the deadline. Failure to attend a class does not constitute a drop.

I HAVE READ and UNDERSTAND THE ABOVE INFORMATION: _____ **(Initial)**

I. Name: _____ Date: _____ UFID: _____

Major: _____ Specialization: _____ Classification: _____

Local Address: _____ City: _____ Zip Code: _____

Phone #: _____ Email Address: _____

II. I hereby request to drop: Course Prefix _____ Section # _____

Reason for request: _____

You now have: _____ drops remaining for your **first 60 hours attempted at UF.**

_____ drops remaining **after your first 60 hours attempted.**

Comments:

Advisor's Initials:

Copy made for student: